



APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

☐ Change of Ownership ☒ Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 3846 King Street, Alexandria VA 22302

TAX MAP REFERENCE: 021.02-01-0

ZONE: RA

APPLICANT

Name: Northern Virginia Waldorf Initiative, Inc

Address: 3846 King Street, Alexandria VA 22301

PROPERTY OWNER

Name: Fairlington Presbyterian Church

Address: 3846 King Street, Alexandria VA 22301

SITE USE: d/b/a Potomac Crescent Waldorf School a Private School and Child Daycare Center

Business Name: **Current:** see site use **Proposed (if changing):** _____

☐ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

☒ **THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

☒ **THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

William Hendricks, LKH Architects, LLC (agent)

Print Name of Applicant or Agent

2107 Mt. Vernon Ave.

Mailing/Street Address

Alexandria VA 22301

City and State Zip Code


Signature

703-519-3915

Telephone #

Fax #

whh@lkharchitects.com

Email address

2017.03.14

Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

Application Received: _____

Fee Paid: \$ _____

Legal advertisement: _____

ACTION - PLANNING COMMISSION _____

ACTION - CITY COUNCIL: _____

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # 2015-00010

Date approved: 05 / 16 / 2015
month day year

Name of applicant on most recent special use permit Erik Ober, c/o Northern Virginia Waldorf Initiative, Inc.

Use d/b/a Potomac Crescent Waldorf School, a Private School and Child Daycare Center

2. Describe below the nature of the *existing operation in detail* so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

The existing school was approved to operate 7 classrooms with Department of Social Services total allowed population of 78 students encompassing parent child classes, early childhood classes, kindergarten classes and grade school classes 1-5. The school is open during regular school operational hours, Monday through Friday 7a.m.to 6p.m. The school mostly occupies the first floor of the educational wing of the facility and utilizes 12 spaces in the 124 space parking lot.

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

The proposed expansion of the school will add 3 classrooms with a Department of Social Services total allowed population of 93 students, encompassing parent child classes, early childhood classes, kindergarten classes and grade school classes 1-5. This is a net gain of 15 students. The school hours will be the same. The proposed expansion will occupy available areas of the second floor of the educational wing of the facility and utilizes 18 spaces in the 124 space parking lot.

4. Is the use currently open for business? ☒ Yes ☐ No

If the use is closed, provide the date closed.

_____/_____/_____
month day year

5. Describe any proposed changes to the conditions of the special use permit:

No changes to conditions are proposed.

6. Are the hours of operation proposed to change? ☐ Yes ☒ No

If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

7. Will the number of employees remain the same? ☐ Yes ☒ No

If no, list the current number of employees and the proposed number.

Current Number of Employees:

12

Proposed Number of Employees:

15

8. Will there be any renovations or new equipment for the business? ☒ Yes ☐ No

If yes, describe the type of renovations and/or list any new equipment proposed.

An expansion of the fire alarm system is anticipated. Some partitions may be added or deleted to define new classroom space(s) otherwise existing rooms will be re-purposed and or re-used.

9. Are you proposing changes in the sales or service of alcoholic beverages? ☐ Yes ☒ No

If yes, describe proposed changes:

- 10. Is off-street parking provided for your employees?** ☒ Yes ☐ No
If yes, how many spaces, and where are they located?
Currently 12. Proposed will be 18 total of 124 available on site
-
- 11. Is off-street parking provided for your customers?** ☒ Yes ☐ No
If yes, how many spaces, and where are they located?
106 spaces are available on a first come first serve basis for parents who have further business beyond routine drop off pick up.
-
- 12. Is there a proposed increase in the number of seats or patrons served?** ☒ Yes ☐ No
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)
- | | |
|--------------------|--------------------|
| Current: | Proposed: |
| <u>78 students</u> | <u>93 students</u> |
| _____ | _____ |
| _____ | _____ |
- 13. Are physical changes to the structure or interior space requested?** ☒ Yes ☐ No
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.
- 14. Is there a proposed increase in the building area devoted to the business?** ☒ Yes ☐ No
If yes, describe the existing amount of building area and the proposed amount of building area.
- | | |
|---|---|
| Current: | Proposed: |
| <u>984 sf is currently utilized by the church</u> | <u>That same 984 sf will be transferred</u> |
| _____ | <u>for exclusive lease hold use by the school</u> |
| _____ | _____ |
- 15. The applicant is the** (check one) ☐ Property owner ☐ Lessee
☒ other, please describe: agent
- 16. The applicant is the** (check one) ☐ Current business owner ☐ Prospective business owner
☒ other, please describe: agent

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

The business is Northern Virginia Waldorf Initiative, Inc. a 501(c)(3) nonprofit organization chartered to operate a Waldorf school in Northern Virginia. NVWI does business as the Potomac Crescent Waldorf School. PCWS is governed by a Board of Directors. No member of the board, staff, or faculty possesses any legal or equitable interest in Northern Virginia Waldorf Initiative. The registered agent is Lawrence Rudolph, 3609 N Abingdon St., Arlington, VA 22207

FOR YOUR INFORMATION

Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will continue to comply with the special use permit conditions.

Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

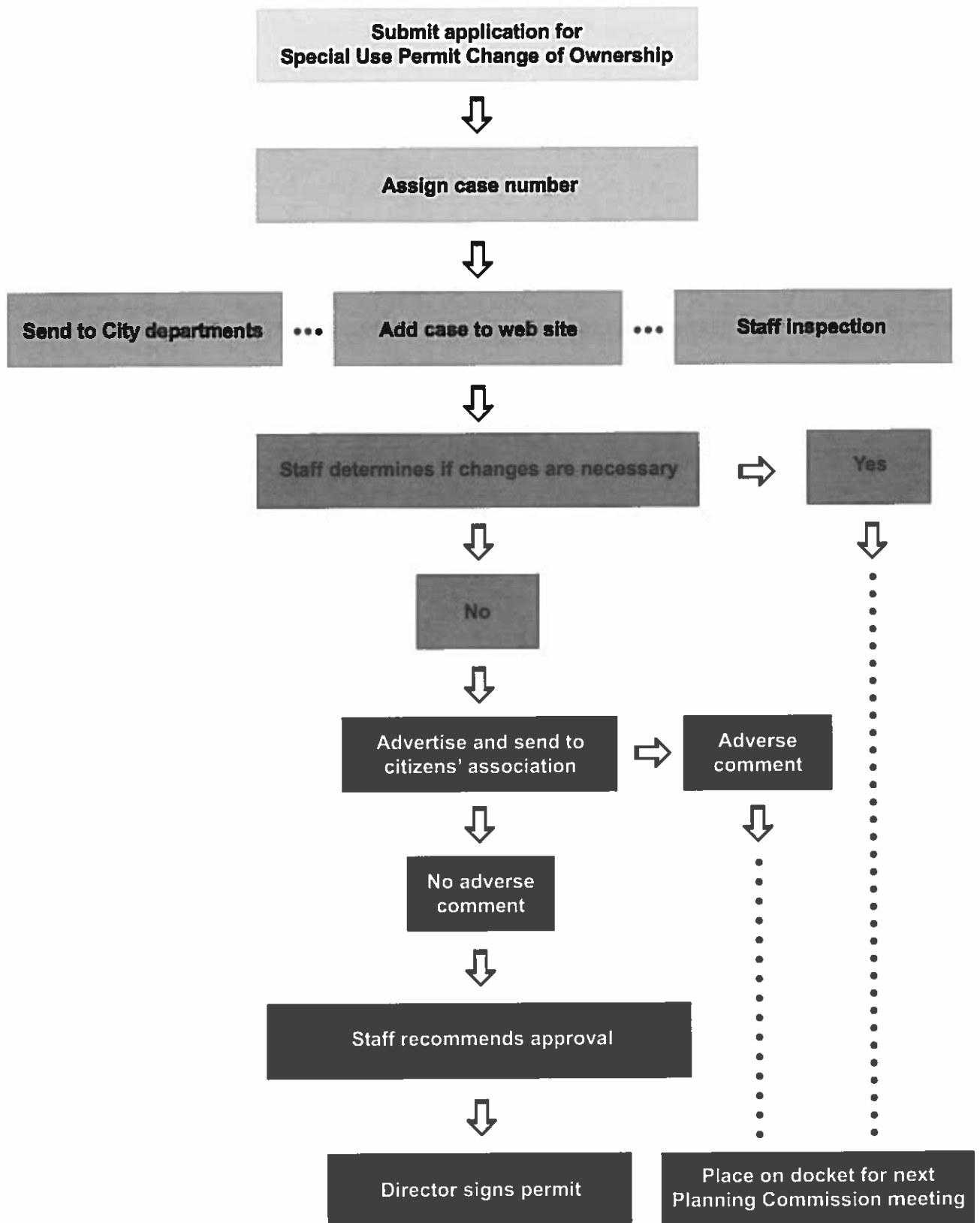
- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

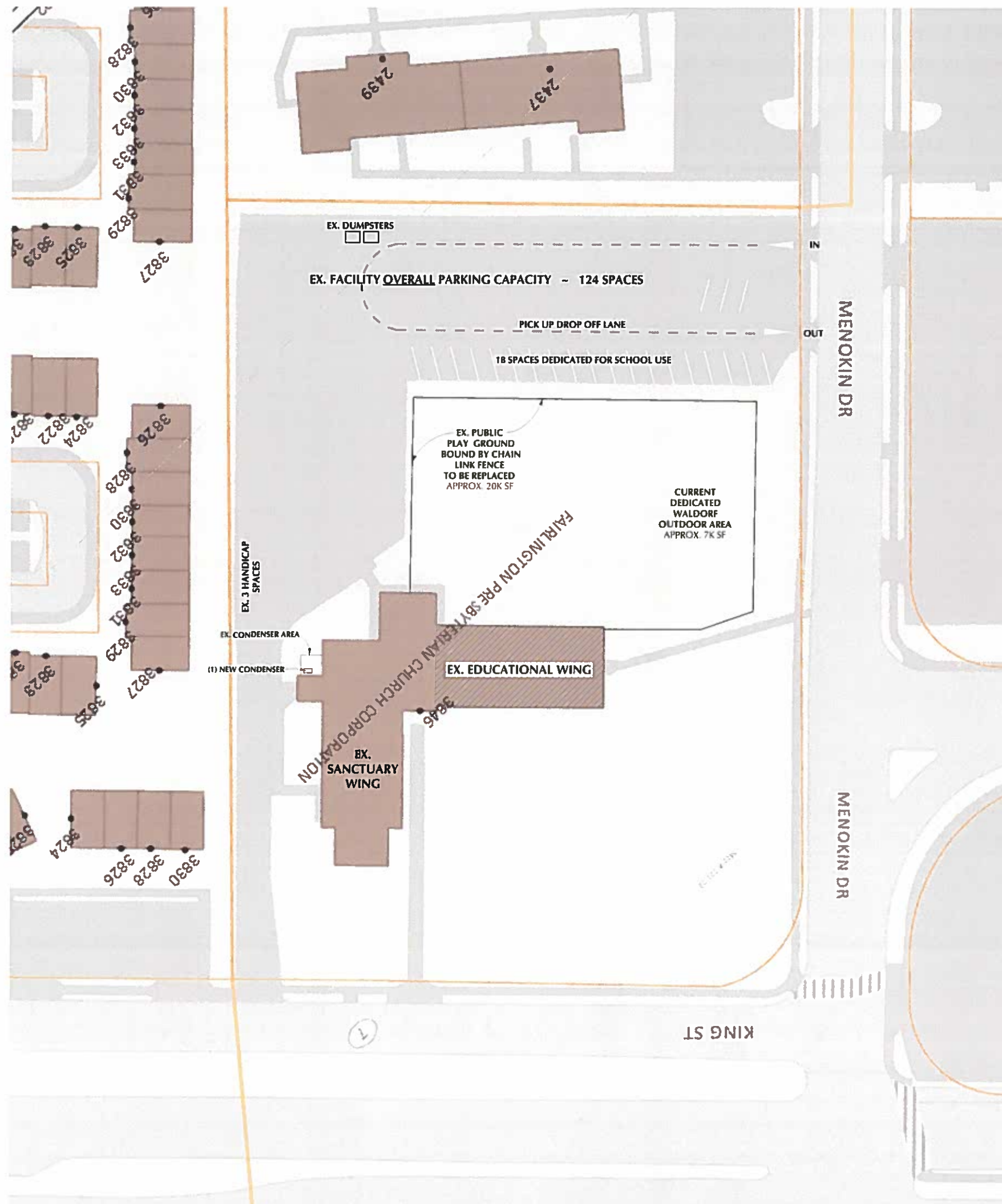
Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

PROCESS FLOW CHART: Change of Ownership SUP



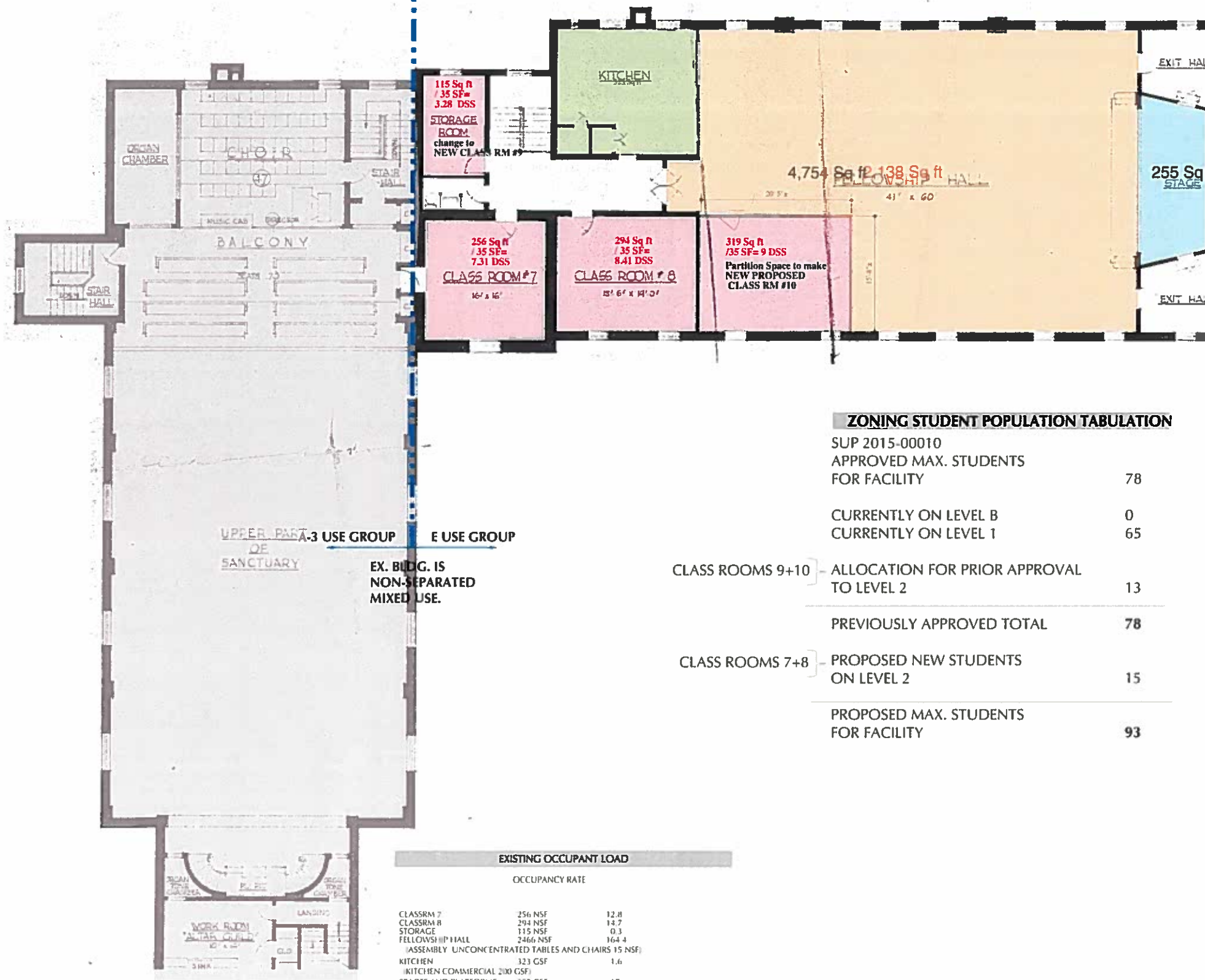


LIST OF DRAWINGS	
A 0.1	SITE PLAN
A 1.0	PROPOSED LEVEL 2 PLAN

KEY FACILITY REQUIREMENT	CODE ANALYSIS		
	GOVERNING	MODEL	CODES
VA DSS - STANDARDS LICENSED CHILD DAY CENTERS (OCTOBER 19, 2016) (SCHOOL AGED CHILDREN)	2012 VA REHABILITATION CODE	E USE GROUP	2012 VA CONSTRUCTION CODE
MAX. OCCUPANT LOAD			
HEIGHTS + AREAS	higher hazard comply w/ VA CC		A1= 2 9,500 E= 2 14,500
EXTERIOR WALLS	higher hazard comply w/ VA CC		2 HR.
NET SQUARE FEET PER OCCUPANT	35 NSF (PER CHILD)		20 NSF (PER OCCUPANT)
CALC. BY NSF - OCCUPANT LOAD	OVERALL CAPACITY 66 KID/PER ROOM		
TOILET FIXTURES PER CHILD	1 PER 30 (MIN. 2 PER CENTER, MAXIMUM 1 PER 10 CHILDREN OR 1 PER 100 SF)	WHERE OCCUPANT LOAD INCREASES BY 10%, FIXTURES PER STORY SHALL BE INCREASED PER 10%	1 PER 50
SINK FIXTURES PER CHILD	1 PER 30	WHERE OCCUPANT LOAD INCREASES BY 10%, FIXTURES PER STORY SHALL BE INCREASED PER 10%	1 PER 50
JANITOR CLOSETS	NOT SPECIFIED (MIN. 100 SF PER CLEANING AGENTS)		1 (MIN. 100 SF)
DRINKING FOUNTAINS	CAN BE ACCESSED AT ALL TIMES		1 PER 100 (MINIMUM 100 SF PER 100 SF)
SHOWER OR BATHTUB			NONE
EXITS		higher hazard comply w/ VA CC	2
SPRINKLERS		WHERE WORK AREA EXCEEDS 10% AND/OR OCCUPANT LOAD EXCEEDS 50	OVER 12,000 SF WHEN BELOW GRADE
MIN. HABITABLE RM. DIMENSION			7' in any direction
ACCESSIBILITY		COMMENSURATE W/ LEVEL OF ALTERATION	min. 1 toilet rxn. on the accessible floor or min. 50% of clustered single user rooms at each cluster
MECHANICAL		comply with new occupancy according to w/ VA CC	Will require manual calculations and fresh air requirements must likely be lowered through window opening and installation of a monosplit.
FIRE ALARM		comply with new occupancy according CH. 9 of VA CC and notifies the existing system	MANUAL REQ'D TO OCCUPANTS
OUTDOOR AREA PER OCCUPANT	75 (PER CHILD AT ONE TIME)		
GENERAL BLDG. LAYOUT	VA USBC + FIRE CODE (COMPLIANT FOR PLANNING CONFORMANCE)		
IF BUILT BEFORE 1978	ASBESTOS ABATEMENT (STATEMENT OF COMPLIANCE OR ABATEMENT PLAN)		
ALARMS, FIRE EXTINGUISHERS	FIRE MARSHAL INSPECTION (ANNUAL REPORT OF INSPECTION RESULTS REQUIRED)		
COMMERCIAL KITCHEN	FOOD SERVICE INSPECTION (ANNUAL REPORT REQUIRED FOR ALL FOOD SERVICE)		

NFPA 101
EXISTING EDUCATIONAL OCCUPANCY

ROOMS NORMALLY OCCUPIED BY 2ND GRADERS SHALL
NOT BE LOCATED MORE THAN 1 STORY OF ABOVE LEVEL OF EXIT DISCHARGE



ZONING STUDENT POPULATION TABULATION

SUP 2015-00010	
APPROVED MAX. STUDENTS FOR FACILITY	78
CURRENTLY ON LEVEL B	0
CURRENTLY ON LEVEL 1	65
CLASS ROOMS 9+10 - ALLOCATION FOR PRIOR APPROVAL TO LEVEL 2	13
PREVIOUSLY APPROVED TOTAL	78
CLASS ROOMS 7+8 - PROPOSED NEW STUDENTS ON LEVEL 2	15
PROPOSED MAX. STUDENTS FOR FACILITY	93

ACRONYMS

PCW	POTOMAC CRESCENT WALDORF
DSS	DEPARTMENT OF SOCIAL SERVICES (STUDENT COUNT OF 35 NSF)
IBC	INTERNATIONAL BUILDING CODE
NFPA	NATIONAL FIRE PROTECTION AGENCY

PLUMBING FIXTURE REQUIREMENT

OCCUPANCY	WATER CLOSETS REQ'D	PROVIDED	LAVATORIES REQ'D	PROVIDED	DRINKING FOUNTAINS REQ'D	PROVIDED	SERVICE SINK REQ'D	PROVIDED
E	1 PER 50	1 SINGLE OCCUPANT @ LEVEL 2 MORE ON LEVEL 1	1 PER 50	1 SINGLE OCCUPANT @ LEVEL 2 MORE ON LEVEL 1	1 PER 100	1 @ LEVEL 1	1	1 @ LEVEL 1

AGE ALLOCATIONS

STUDENTS	AGES
2ND THRU 5TH GRADE	7-10

PROPOSED OCCUPANT LOAD

SPACE NAME	AREA	OCCUPANTS	CHANGE
CLASSRM 7	256 NSF	12.8	NO CHANGE
CLASSRM 8	294 NSF	14.7	NO CHANGE
CLASSRM 9	115 NSF	5.7	+ 5.4
CLASSRM 10	320 NSF	16.0	+ 16
FELLOWSHIP HALL	2146 NSF	143.0	- 21.4
(ASSEMBLY UNCONCENTRATED TABLES AND CHAIRS 15 NSF)			
KITCHEN	323 GSF	1.6	NO CHANGE
(KITCHEN COMMERCIAL 200 GSF)			
STAGES AND PLATFORMS	255 GSF	17	NO CHANGE
(15 NSF)			
TOTAL	210.8	42.6	

PROJECT INFORMATION

PROJECT DESCRIPTION: THE PROJECT INVOLVES A CONVERSION OF A ROOM FROM S-2 USE GROUP TO E USE GROUP AND DIVISION OF AN ASSEMBLY SPACE TO PROVIDE ANOTHER E USE GROUP ON THE 2ND FLOOR OF THE EXISTING EDUCATION WING OF THE FAIRFAX PRESBYTERIAN CHURCH
LOCATED AT: 3846 KING ST, ALEXANDRIA VIRGINIA 22302
USE GROUP: NON-SEPARATED MIXED-USE A.1 + E (EDUCATION WING)
CONSTRUCTION TYPE: 3B
SPRINKLERED: NO
FIRE ALARM: YES - NO CENTRAL STATION